



JOB OPPORTUNITY

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT



RPA #09-125

CLASSIFICATION: Associate Governmental Program Analyst

TENURE/TIMEBASE: Permanent/Full time

FINAL FILING DATE: July 21, 2010 or Until filled

SEND APPLICATION TO: Department of Community Services & Development (CSD)
Attn: Human Resources Office
P.O. Box 1947
Sacramento, CA 95812-1947
916-576-5291

CONTACT: **Felicia Young**
(916) 576-5296
TTY Voice Ph: 1-800-735-2922 TTY Ph: 1-800-735-2929

LOCATION: 2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

REQUIREMENTS: In box 12 of your STD. 678 application note RPA #09-125

The Department of Community Services and Development (CSD) is the State's leading anti-poverty agency, and administers local community service and energy programs to help low-income Californians achieve self-sufficiency and attain a higher quality of life. CSD is a small department seeking highly-skilled professionals who are committed to the mission, to join the team and partner with our local service providers in an effort to reduce and eliminate poverty. **All positions at CSD are 100% federally funded.**

What Does Working at CSD Offer? Please apply if you appreciate:

- Meaningful work.
- Highly interactive teamwork and project-based management.
- Opportunities for significant responsibility, creativity and decision-making for self-starters.
- Work environment that emphasizes customer service and accountability to local community based organizations, funding sources and the public.
- Small, friendly headquarters where everyone matters.
- *Free parking.*

What Is this Job?

Under the direct supervision of the Chief Deputy Director, the incumbent is part of the team that supports the Director, Chief Deputy Director, Legislative Director/PIO, and Staff Counsel with special projects related to the Community Services Block Grant (CSBG), Low-Income Home Energy Assistance Program (LIHEAP), Department of Energy Weatherization Assistance Program (DOE WAP) and Lead Hazard Reduction Program (Lead), and related programs including the American Recovery and Reinvestment Act of 2009 (ARRA). The incumbent will research specific issues including obtaining background information for the Executive staff, and will include the preparation of written analyses, issue papers and other documents to assist in the development of recommended actions. The incumbent will serve as will be the coordinator of the department's

responses to outside departmental audits, reviews and studies. The incumbent may serve as a team lead and will be a member of the Executive Support Team on special projects that require the participation of other CSD staff. The incumbent will work collaboratively with all Executive and senior staff on a regular basis.

Specifically, the incumbent may be assigned difficult or sensitive activities that involve:

- Interaction and coordination with the Executive Directors and key staff of local network of service providers.
- Analysis and development of recommendations to improve the data collection and information management of CSD's grant and financial assistance programs.
- Access to sensitive and/or confidential information in the Executive Office.
- Specific training and/or technical assistance to correct administrative and/or programmatic deficiencies.
- Necessary research to prepare drafts of policy statements and memorandums.
- Develop Talking Points and Fact Sheets.
- Research, analysis and development of operational and program recommendations, both oral and written, for the Executive Office on matters related to the CSBG and Energy Programs and other community services. Conducts analyses and prepares issue memos containing findings and/or recommendations, and impact statements on issues that include, but are not limited to, the implementation and administration of service delivery contracts statewide; and conduct legislative analysis. Incumbent will also develop special reports in response to inquiries from the Governor's Office, legislative policy and fiscal committees, control agencies, members of the public and CSD Executive Staff.
- Assist in the coordination of department responses to outside audits, reviews and studies, ensuring deadlines for submissions are met; performs special projects for Executive Staff (i.e., 24/7 management and program tracking systems; Talking Points; briefing papers, Fact Sheets, promotional, public relations and media materials).
- Assist in the development, research, and gathering of information for archive records; respond to special investigative requests from outside federal and state agencies.

Who is CSD Looking For? The ideal candidate will be a self-starter who has the following desired qualifications, first-hand experience and characteristics:

Experience, Knowledge and Skills:

- Knowledge of federal and state contract rules, policies and procedures.
- Knowledge or familiarity of federal block grant programs/or related programs.
- Knowledge or familiarity with local government and nonprofit management.
- Broad knowledge of government responsibilities over accountability and transparency.
- Ability to interpret and implement fiscal requirements of federal and state grants.
- Experience with interpreting and implementing requirements of federal or state grants.

- Maintain at least intermediate to advanced skill level on PC software that directly impact assignments and be willing to learn new programs as they are incorporated into office operations.
- Communicate effectively verbally and in writing.
- Strong analytical and project management skills.
- Excellent writing skills.

Characteristics:

- Customer Service – Personifies CSD's number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.
- Adaptability – Ability to adapt in a fast-paced and changing workload environment.

Please see the Duty Statement at <http://www.csd.ca.gov> for a detailed list of the essential and related functions of this position.

SELECTION CRITERIA:

Persons currently appointed to a permanent, full-time Associate Governmental Program Analyst, or persons with list eligibility or eligibility for lateral transfer may apply. Please clearly state the basis of eligibility in Section 12 of the application (Std. 678), and attach a copy of your test score announcement.

All appointments will be made in accordance with The Governor's Executive Order S-09-08, Department of Finance freeze exemption policies, and the State Personnel Board and Department of Personnel Administration laws, rules, regulations, and policies.

The Department of Community Services and Development is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.